State of Indiana

Guide to Enterprise Learning Data Entry

January 7, 2005

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Changes from Manual dated 9/1/04:

Added Sections – Enrolling Students in Multiple Classes, Adding Non-employees, Instructor Profiles, and Creating a Wait List

Added Job Aides – Enrolling Students in Multiple Classes, Adding Non-employees, Instructor Profiles, and Creating a Wait List
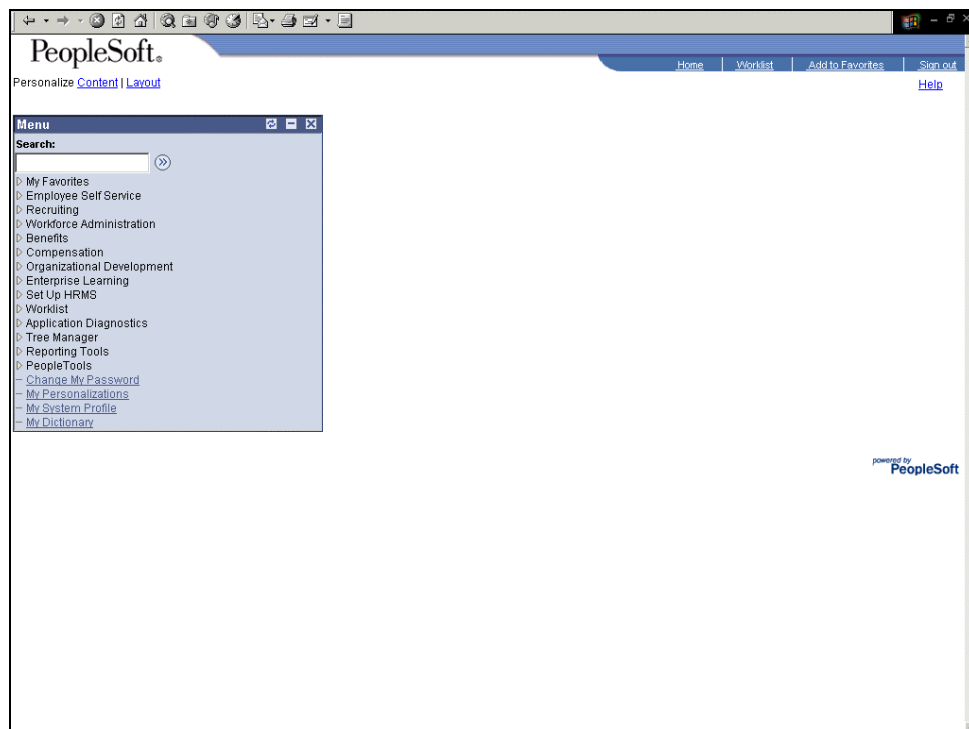
Enterprise Learning

Viewing Current Course Sessions

PeopleSoft's Training Administration business process helps you meet all of your organization's training needs.

1. You can easily administer and track course sessions and training programs. This is especially critical when there are mandatory training programs for your employees. PeopleSoft provides functionality for meeting your reporting requirements.

2. You may also record student feedback about your training programs.

3. PeopleSoft tables are used to record course codes and titles.

NOTE: To maintain consistency and avoid duplication, the State Personnel Department maintains the Course Table.

In this topic, we will review **existing course sessions**. This example will show how to search by **Course Number** or **Course Description**.

Procedure

Step	Action
1.	Click the **Enterprise Learning** link. ▷ Enterprise Learning
2.	Click the **Define Course/Cost Details** link. ▷ Define Course/Cost Details
3.	Click the **Course Sessions** link. Course Sessions

Step	Action
4.	Enter the desired information into the **Course Code** field. Enter "**001234**".
5.	Click the **Search (Alt+1)** button. Search

Step	Action
6.	By specifying a **Course** and not a **Session** and clicking **Search**, you will see all sessions that have been created for this course and their statuses. Click to **Scroll down** the list.

Step	Action
7.	Let's look at session **83** which is **Active**.

Click to select this row. |

Step	Action
8.	You can see and update the information for this session. Use the **Next** and **Previous in List** to view other sessions. Click the **Next in list (Alt+3)** button.
9.	Let's return to the list of sessions for this course. Click the **Return to Search (Alt+2)** button.

Step	Action
10.	Click the **Clear** button to reset the search. ![Clear]
11.	If you don't know a **Course** number, you may search from the **Description** field of the couse. Enter "**comm**".
12.	Click the **Search (Alt+1)** button. ![Search]

Step	Action
13.	Notice that we can see the first **100 of 115 Course/Sessions** beginning with **Comm**. Click the **Show next rows (Alt+.)** button to view the last **15** of them. ▶

Step	Action
14.	Click in a row to select one of the **Community Corrections** sessions.
15.	You have now seen some of the ways to search for a **Course/Session**. By clicking the **Add** button at the bottom of the **Course Session Profile** screen, you will be able to **Create a New Session**.
16.	**End of Procedure.**

Adding a Course Session

PeopleSoft's Training Administration business process helps you meet all of your organization's training needs.

1. You can easily administer and track course sessions and training programs. This is especially critical when there are mandatory training programs for your employees. PeopleSoft provides functionality for meeting your reporting requirements.

2. You may also record student feedback about your training programs.

3. PeopleSoft tables are used to record course codes and titles.

NOTE: To maintain consistency and avoid duplication, the State Personnel Department maintains the Course Table.

This topic will explain how to add a session for an existing course. A course session can be set up only if the Course Table has an active entry. If your course has not been entered on the Course Table, contact the State Personnel Department's Training Division and submit the necessary information.

Procedure

You need to add a session for the Presentation Skills course and specify the session information in the PeopleSoft Human Resources application. Your goal is to add the course session for the Presentation Skills course with the course code BSK001.

Step	Action
1.	Begin by navigating to the **Course Session Profile** page. Click the **Enterprise Learning** link. ▶ Enterprise Learning
2.	Click the **Define Course/Cost Details** link. ▶ Define Course/Cost Details
3.	Click the **Course Sessions** link. Course Sessions

Step	Action
4.	Click the **Add a New Value** tab.

Step	Action
5.	Enter the Course Code in the Course Code Field. Enter "**BSK001**". If you do not know the course code, click on the magnifying glass to lookup the course codes.
6.	Click the **Add** button. **IMPORTANT:** Leave the Course Session Number **Blank**. The system will assign a sequential number when you save the record. ![Add button]
7.	Use the **Course Session Profile** page to enter, update, or view a session status, date, time, and capacity. To create a new session, accept the default status of **Active** for the **Session Status** field. The Session Status field is used to specify the session status, such as active, canceled, or complete for existing sessions.

Course Session Profile page   (Fields descriptions)

Session Status: Indicates whether the session is Active, Cancelled, or Complete. An Active value is appropriate for a new session. Otherwise you will not be able to enroll students.

Session Administration Box: Must be checked. Do not click in this box. Otherwise you will not be able to complete the scheduling.

Start/End Date/Times: (See next **Note tip** for times and **Reschedule** information.)

Duration: The system populates this field from the Course Table. If the session duration is different from this default, update the Duration field.

Duration Unit Field: The system populates this field from the Course Table. This is the unit in which the Duration is being measured. If you want to use a different unit, select a Duration Unit from the available options.

Min. Students/Session: The system populates this from the Course Table. Update the minimum number of students in this field, if necessary.

Max. Students/Session: The system populates this field from the Course Table. Update the maximum number of students in this field, if necessary.

Language Field: This field is not used.

Vendor ID: Enter your Business Unit in this field, which is used for reporting purposes. If you do not know the number, use the lookup feature and select the appropriate number.

Start/End Dates: Enter the start and end dates for the course session.
Start/End Times: Enter the start and end times of the course session.

Note: All times entered are assumed to be **AM** unless:

1. They are specified in Military Time format, for example **0900** becomes **9:00am** and **1500** becomes **3:00pm**.

2. You put a p after the time, for example **3p** becomes **3:00pm** and **4:30p** becomes **4:30pm**. These will translate after you type them and press the **tab key**.

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> **Rescheduled Check Box:** When entering a new session, leave this box blank.
>
> **Note:** If you later change the Start/End Dates or Start/End Times, you will also need to click inside the Reschedule Check Box. When you change the dates for the session, the system automatically updates the dates in the Student Training Records of students on the waiting lists and enrolled in the course session. You must check the Reschedule Box to cause the updates to generate.
>
> When you select the Rescheduled Check Box and save the page, the system changes the letter code in the student training record to RSC (rescheduled).

Step	Action
8.	Enter the desired information into the **Start Date** field. Enter "**02/17/2003**".
9.	Press **[Tab]**.
10.	Enter the desired information into the **End Date** field. Enter "**02/17/2004**". (Note: The fact that the class start/end dates are not the same year appears to be a typo in the tutorial.)

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Step	Action
11.	Press **[Tab]**.
12.	Enter the desired information into the **Start Time** field. Enter "**0800**".
13.	Press **[Tab]**.
14.	Enter the desired information into the **End Time** field. Enter "**1700**".
15.	Press **[Tab]**.
16.	Click in the **Vendor ID** field.
17.	Enter the **Business Unit** into the **Vendor ID** field. Enter "**00070**".

Step	Action
18.	Click the **Location, Instructor** tab.
19.	Use the **Location, Instructor** page to enter, update, or view information regarding the course session at the training facility.

Location, Instructor Page Information

Location, Instructor Tab: Click on it at the top of the page. Use the Location and Instructor page to set up the location of the course session and the course instructor.

Note: Locations and course instructors need to be in the system prior to selecting them for your session. If you need to add a location or course instructor, contact the State Personnel Department.

Facility Field: type in the Facility Code, or use the lookup feature and make a selection from the list. The Tab key on your keyboard may be used to navigate between fields. The following fields will default provided the information has been entered on the Facility table:

Facility Name
Room/Floor
Building
Contact Name
Country
Max Students/Room
Address 1, Address 2, Address 3
City, County, Postal, and State of Indiana

Once populated, most of these fields will be grayed out and unavailable for change. The Room/Floor, Building, or Contact Name fields will not be grayed out and may be updated.

Vendor ID: This field should be left blank!

Select Free Instructor: Click on this link to select an instructor for your session.

If there is not available instructor, the Instructor Name field may be left blank.
Note: If there is no instructor free of listed, **DO NOT TYPE IN A NAME**.   Leave the Instructor filed blank.

Step	Action
20.	Specify a training facility code for this session in the **Facility** field. Enter the desired information into the **Facility** field. Enter "**BZ001**".
21.	The **Instructor ID/Name** field is optional. If you want to put in an instructor, use the **Select free Instructor** link, otherwise leave blank. **Never TYPE an instructor into the Instructor Name field.** Click the **Select free Instructor** link. Select free Instructor

Step	Action
22.	Click the option.
23.	Click the **Ok (Enter)** button.

Step	Action
24.	Click the **Equipment** tab. Equipment

Step	Action
25.	The **Equipment** page is *optional*. Use the **Equipment** page if you would like to designate specific equipment for this course session. In this example, we'll demonstrate it's use. Use the **Training Facility Equipment** link to view a list of standard equipment used at the facility. After viewing the list, you will be returned to this page to select any additional equipment that is needed. Click the **Training Facility Equipment** link. Training Facility Equipment

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Step	Action
26.	Here the standard equipment for this facility is listed. Click the **Return (Esc)** button. [Return]

Step	Action
27.	Use the **Session Equipment/Materials** section of this page if you would like to specify any additional equipment for your session. Click the **Look up Equipment/Materials Code (Alt+5)** button.

Step	Action
28.	Select **Flip Charts** for this example.
29.	You may adjust the **Quantity** for the number of items desired. To specify additional equipment, click the **(+)** to the right.

Step	Action
30.	Click the **Save (Alt+1)** button. ![Save]
31.	Notice that the session number has changed from 0000 to **0001**. This indicates that a new session has been added to the **Presentation Skills** course. It was automatically assigned a number. In this case **0001**.
32.	You successfully added a session for the Presentation Skills course. **End of Procedure.**

Enrolling Students Individually

Once you have set up your course sessions, you are ready to start enrolling students and adding students to course and session waiting lists. There are several methods of enrolling students, so you can select the best option for your facility. For example, you may set up sessions in advance and publish a training schedule that students review and submit enrollment requests. Alternatively, you may prefer to set up waiting lists and create course sessions when there are enough students on the lists to fill the session.

You use the **Course Session Enrollment** page to enroll students individually in a session. Before enrolling students, you must set up the session by using the Course Session table.

You can use the **Course Session Enrollment** page to enroll multiple students in the same session. You may enroll students or adjust the existing enrollment status codes for students already enrolled. For instance, if a student requests to withdraw their enrollment in the class, you would change the status from enrolled to dropped.

Note: You may only view and change enrollments for course sessions that have not been marked Complete.

In this topic, several employees want to enroll in the Presentation Skills course session 0001. Your goal is to enroll these students individually in this session and verify their enrollments.

Procedure
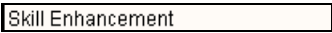
Several employees want to enroll in the Presentation Skills course session 0001. Your goal is to enroll these students individually in this session and verify their enrollments.
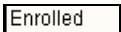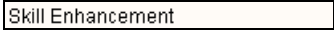
Step	Action
1.	Begin by navigating to the **Course Session Enrollment** page. Click the **Enterprise Learning** link. ▶ Enterprise Learning
2.	Click the **Student Enrollment** link. ▶ Student Enrollment
3.	Click the **Enroll Individually** link. Enroll Individually

Step	Action
4.	Enter the desired information into the **Course Code** field. Enter "**BSK001**".
5.	Press **[Tab]**.
6.	Enter the desired information into the **Course Session Nbr** field. Enter "**0001**".
7.	Click the **Search** button.

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Step	Action
8.	Use the **Course Session Enrollment** page to enroll students. **CAUTION:** As you select each student for enrollment, always double-check the Business Unit field and verify that it is the correct employee. Name searches sometimes display more than one individual with the same name. Enter the desired information into the **EmplID** field. Enter "**KR0040**".
9.	Press **[Tab]**.
10.	Specify the student enrollment status, such as Enrolled, Sessn Wait, or Request, in the **Enrollment/Attendance** field. Click the ***Enrollment/Attendance** list.
11.	Select **Enrolled**.
12.	The **Status Date** field uses the current system date by default. Accept the default date for this field. Press **[Tab]**.
13.	Specify the reason for training in the **Training Reason** field. Click the **Training Reason** list.

Step	Action
	[dropdown list box]
14.	Click an entry in the list. Always select **Skill Enhancement**. [Skill Enhancement]
15.	Press **[Tab]**.
16.	Leave the **Prerequisites Met** option turned off. After you have finished all enrollments, you may use **Prerequisite Checking** (above) to verify that your students' course requirements have been met.
17.	You may use the **Prerequisite Checking** button to search the Student Training records listed on the Session Enrollment page and determine if each student has completed and passed the prerequisite courses. If so, PeopleSoft populates the **Prerequisites Met** check box for each student who meets the criteria. If a student is lacking the necessary courses, a method of notifying students of discrepancies may be developed. Also, any enrolled status existing for students who do not meet the prerequisites may be manually changed.
18.	Use the **Letter Code** field to generate a form letter. The letter code defaults to CON, indicating Confirmed. For this exercise, accept the default letter code value. **IMPORTANT!!** The system does not currently support the generation of letters. At this time, you must have an alternative method of notifying students.
19.	Do not use the **Population**, **Catalog**, or **Demand ID** fields. This functionality has not been developed. To enroll additional students, we will click the **Plus (+)** to the right. Enter the same fields as mentioned above for each enrollment. **IMPORTANT!!!** If you do not click the plus sign when enrolling additional students, you will overlay information and destroy the record you just completed. **Always click the plus sign before adding a new enrollment!!** The total **#Enrolled** above the blue **Attendance bar** changes with each entry. This enables you to determine when you have reached the maximum number of students for the class. If the number of students enrolled exceeds the **Maximum Students** allowed, a warning message will display.
20.	We will now add another student. Click the **Add Row** button. [+]

Step	Action
21.	Enter the desired information into the **EmplID** field. Enter "**KR0041**".
22.	Press **[Tab]**.
23.	Click the ***Enrollment/Attendance** list. [▼]
24.	Click an entry in the list. Select **Enrolled**. [Enrolled]
25.	Press **[Tab]**.
26.	Click the **Training Reason** list. [▼]
27.	Select **Skill Enhancement**. [Skill Enhancement]
28.	You have enrolled two employees in Presentation Skills course session 0001. If you enroll more than the maximum number of employees allowed in the session, the PeopleSoft application issues a warning message when you save the page.
29.	Your enrollment(s) are completed. Click the **Save** button. [🖫 Save]
30.	You successfully enrolled students individually. **End of Procedure.**

Enrolling Students in Multiple Courses

Use the **Course Student Enrollment** page to enroll a student into one or more sessions at a time. Before enrolling students, course sessions must be created in the Course Session table.

You can use the **Course Student Enrollment** page to enroll a student or adjust his/her existing enrollments for any sessions which have not been marked **Complete**.

In this topic, we will enroll Dale into multiple classes. His ID is **10000228295**.

Procedure

Step	Action
1.	Click the **Enterprise Learning** link. ▷ Enterprise Learning
2.	Click the **Student Enrollment** link. ▷ Student Enrollment
3.	Click the **Enroll in Course** link. Enroll in Course

Step	Action
4.	Enter the desired information into the **EmplID** field. Enter "**10000228295**".
5.	Click the **Search (Alt+1)** button. Search

Step	Action
6.	Enter the desired information into the **Course Code** field. Enter "**001234**".
7.	Press **[Tab]**.
8.	Click the **Look up Session # (Alt+5)** button.

Step	Action
9.	You may only enter or change enrollment for **Active** classes. **Select Course Session Nbr 0083.**

Step	Action
10.	Click the **Training Reason** list.
11.	Click an entry in the list.
12.	Click in the **Business Unit** field.
13.	Enter the desired information into the **Business Unit** field. Enter "**00070**".
14.	Click the **Add a new row at row 1 (Alt+7)** button.
15.	Enter the desired information into the **Course Code** field. Enter "**001267**".
16.	Press **[Tab]**.
17.	Click the **Look up Session # (Alt+5)** button.

Step	Action
18.	Click the **Search Results** table.

Step	Action
19.	Click the **Training Reason** list. [dropdown field]
20.	Click an entry in the list.
21.	Click in the **Business Unit** field. [field]
22.	Enter the desired information into the **Business Unit** field. Enter "**00070**".

Step	Action
23.	Click the **Save (Alt+1)** button. [Save button]
24.	**End of Procedure.**

Printing a Course Sign-in Sheet

Once you have enrolled the students in a **Course Session**, you may print out the **Course Sign-in Sheet** for that session. **Note:** Once the **Session Status** has been changed to **Completed**, you will no longer be able to print the **Course Sign-in Sheet** for that session.

In this example, we will print the **Sign-in Sheet** for the **Epro Buyers** course session **0049**.

Procedure

Step	Action
1.	Click the **Enterprise Learning** link.
2.	Click the **Training Reports** link.
3.	Click the **Course Sign In** link.

Step	Action
4.	You will need to **Find an Existing** or **Add a New Value** for **Run Control ID**.

If you only have one **Run Control ID**, it will return when you click **Search**.

Click the **Search (Alt+1)** button.

 |

Step	Action
5.	Enter your **Course** number. Enter "**001234**".
6.	Click the **Look up Session # (Alt+5)** button. 🔍

Step	Action
7.	You may only print the **Course Sign-in Sheet** for **Active** sessions. Select session **0088**. 0088

Step	Action
8.	Click the **Run** button.

Step	Action
9.	Click the ***Format** list. HTM
10.	Select format **PDF**. PDF
11.	By clicking **OK**, you will submit the process to create the **Sign-in Sheet** for this session. Once the process completes, you will be able to view it in **Process Monitor** and print the Sign-in.
12.	**End of Procedure.**

Closing a Course Session - Processing the Sign-in Sheet

After the course session has concluded, you will need to update the student enrollment for anyone who did not attend the class. For those who attended, **no changes are needed**. The system will change their status to **Completed** once the course session is closed out.

You will use the **Course Session Enrollment** page to change a student's status. After saving your updates, you may view the enrollment on the **Course Session Summary** page.

In this example, one student was a no-show in the **Presentation Skills** course. You will update her **Enrollment Status** to reflect this.
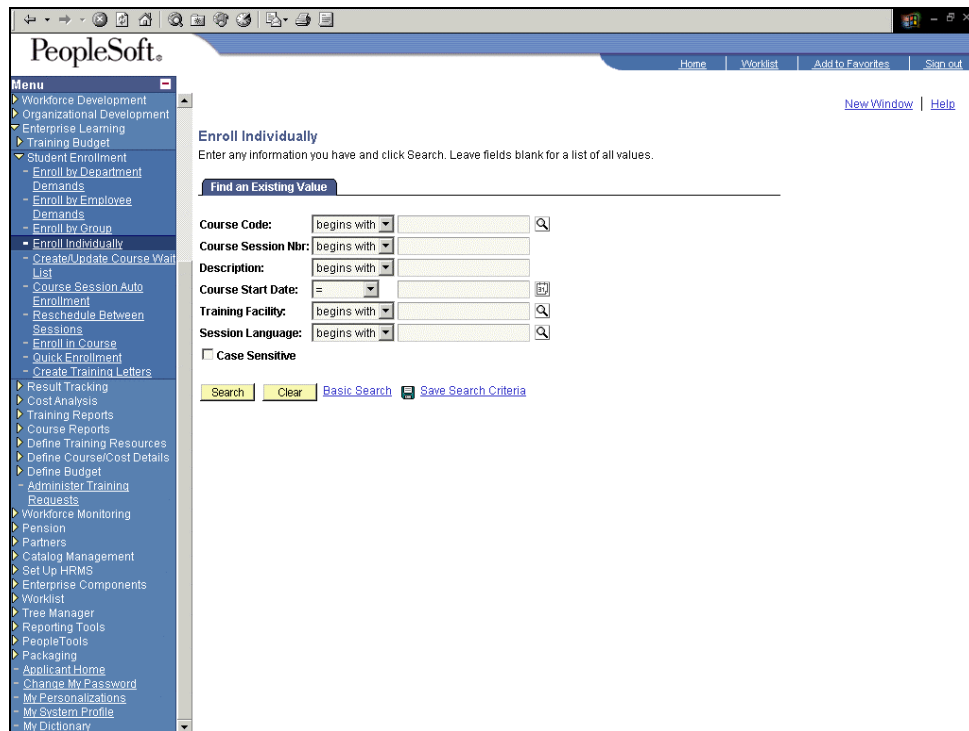
Procedure
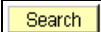
A student has completed the Presentation Skills course and has received a grade. You need to specify this grade in PeopleSoft Human Resources and view this information on the Course Session Summary page. Your goal is to enter grades for Rosa Murilo.

Step	Action
1.	Begin by navigating to the **Course Session Enrollment** page. Click the **Enterprise Learning** link. ▶ Enterprise Learning

Step	Action
2.	Click the **Student Enrollment** link. ▶ Student Enrollmen
3.	Click the **Enroll Individually** link. Enroll Individually

Step	Action
4.	Enter the desired information into the **Course Code** field. Enter "**BSK001**".
5.	Click the **Search** button. Search

Step	Action
6.	Use the **Course Session Enrollment** page to enter or change student enrollment information for this session. The **Attendance** section provides information about the students enrolled in this session. It also defines the students' **Enrollment Status** for this session. Students who attended the session should be left with a status of **Enrolled**. They will be automatically changed to **Completed** once the session is closed out. Enrolled students **not attending**, need to be changed before closing out the session. If a non-enrolled student attended the class and you wish to give them credit, you would **Add a Record** to enter them now as **Enrolled**. See **Enrolling Students Individually** documentation. Click the **Next Row** button to find the enrolled student who did not attend in this example. ▶
7.	Rosa was enrolled for the session, but did not attend. We need to change her **Enrollment/Attendance** status to **No Show**. Click the ***Enrollment/Attendance** list. Enrolled ▼
8.	Select **No Show**. No Show

****

Step	Action
9.	Once you have made the changes or additions from your original **Sign-in Sheet**, you will save this information. Click the **Save** button. ![Save]

Step	Action
10.	Now, verify the data updated in the summarized course session report. To view the report, navigate to the **Course Session Summary** page. Click the **Result Tracking** link. ![Result Tracking]
11.	Click the **Review Session Summary** link. ![Review Session Summary]
12.	Use the **Course Session Summary** page to view a summarized report indicating the EmplID, name, and status of all the students in a particular course session.
13.	**End of Procedure.**
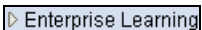
Closing a Course Session - Marking the Class as Complete

Once a course session has completed and you have processed the Sign-in sheet, you will need to change the **Session Status** to **Complete** on the **Course Session Profile** page in order to close it out.

In this example, the **Epro Buyers** course session **0049** is complete and will be closed out.

Procedure

Step	Action
1.	Click the **Enterprise Learning** link. ▷ Enterprise Learning
2.	Click the **Define Course/Cost Details** link. ▷ Define Course/Cost Details
3.	Click the **Course Sessions** link. Course Sessions

Step	Action
4.	Enter the desired information into the **Course Code** field. Enter "**001234**".
5.	Enter the desired information into the **Course Session Nbr** field. Enter "**49**".
6.	Click the **Search (Alt+1)** button. Search

Step	Action
7.	We will change the **Session Status** to **Complete.** Click the ***Session Status** list. [Active ▼]
8.	Select **Complete**. [Complete]

Step	Action
9.	This will close out the session and change all of the students who were enrolled in it to a status of **Completed**. Marking the session **Complete** will also lock the enrollment records and disable the **Class Sign-in Sheet** for this session. You may always make the session **Active** again later to make any corrections. Click the **Save (Alt+1)** button. ![Save]
10.	**End of Procedure.**
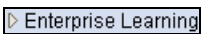
Evaluating a Course Session

Use the **Evaluate Course Session** page to record student feedback on course sessions so that you know what areas need improvement. You can track course ratings for areas such as training facilities, instructors, course content, materials, and presentation. You can also review session statistics, including the number of responses per rating, average ratings, and the overall average for the session. Ratings can be entered only after you've marked the session **Completed**.
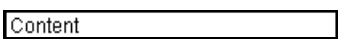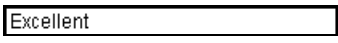
In this example, the **Epro Buyers** course session **0049** is complete and will be evaluated.

Procedure
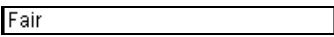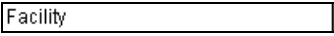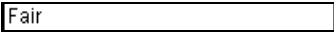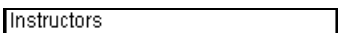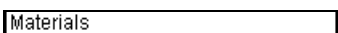
Step	Action
1.	Click the **Enterprise Learning** link. ▷ Enterprise Learning
2.	Click the **Result Tracking** link. ▷ Result Tracking
3.	Click the **Evaluate Course Session** link. Evaluate Course Session
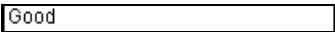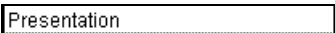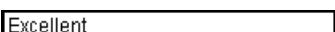
Step	Action
4.	Enter the desired information into the **Course Code** field. Enter "**001234**".
5.	Enter the desired information into the **Course Session Nbr** field. Enter "**49**".
6.	Click the **Search (Alt+1)** button. Search

Step	Action
7.	Click the ***Rating Area** list.
8.	In the **Ratings Area** you will need to follow the **Standard Rating Form** format and add rows of data to capture the correct information. The five areas are **Content**, **Facility**, **Instructors**, **Materials**, and **Presentation**. **Important:** Always remember to click the **Plus sign (+)** before entering the ratings for your next area. Select **Content**. Content
9.	Click the ***Rating** list.
10.	In the **Rating** field, select the appropriate rating: **Excellent**, **Good**, **Fair**, **or Poor**. For this example, select **Excellent**. Excellent
11.	Press **[Tab]**.
12.	In the **Total Count Field**, enter the number of students who selected the rating. The system computes the **Rating Points** assigned to each rating.

Step	Action
	Enter the desired information into the ***Total Count** field. Enter "**10**".
13.	We will add a record/row for each **Rating** selected by the students. Click the **Add a new row at row 1 (Alt+7)** button. ⊞
14.	Click the ***Rating** list. [_____ ▼]
15.	Select **Fair**. [Fair_____]
16.	Press **[Tab]**.
17.	Enter the desired information into the ***Total Count** field. Enter "**2**".
18.	Once we have completed all the students' ratings for **Content**, add a row to enter the next **Rating Area**. **Important:** Don't forget to click the **Plus sign (+)** before entering the next **Rating Area**. Click the **Add a new row at row 1 (Alt+7)** button. ⊞
19.	Click the ***Rating Area** list. [_____ ▼]
20.	Select **Facility**. [Facility_____]
21.	Click the ***Rating** list. [_____ ▼]
22.	Select **Excellent**. [Excellent_____]
23.	Press **[Tab]**.
24.	Enter the desired information into the ***Total Count** field. Enter "**10**".
25.	Click the **Add a new row at row 1 (Alt+7)** button. ⊞
26.	Click the ***Rating** list. [_____ ▼]
27.	Select **Fair**. [Fair_____]

Step	Action
28.	Press **[Tab]**.
29.	Enter the desired information into the ***Total Count** field. Enter "**1**".
30.	Click the **Add a new row at row 1 (Alt+7)** button.
31.	Click the ***Rating** list.
32.	Select **Poor**.
33.	Press **[Tab]**.
34.	Enter the desired information into the ***Total Count** field. Enter "**1**".
35.	Click the **Add a new row at row 1 (Alt+7)** button.
36.	Click the ***Rating Area** list.
37.	Select **Instructors**.
38.	Click the ***Rating** list.
39.	Select **Excellent**.
40.	Press **[Tab]**.
41.	Enter the desired information into the ***Total Count** field. Enter "**12**".
42.	Click the **Add a new row at row 1 (Alt+7)** button.
43.	Click the ***Rating Area** list.
44.	Select **Materials**.
45.	Click the ***Rating** list.

Step	Action
46.	Select **Good**. Good
47.	Press **[Tab]**.
48.	Enter the desired information into the ***Total Count** field. Enter "**12**".
49.	Click the **Add a new row at row 1 (Alt+7)** button. +
50.	Click the ***Rating Area** list.
51.	Select **Presentation**. Presentation
52.	Click the ***Rating** list.
53.	Select **Excellent**. Excellent
54.	Press **[Tab]**.
55.	Enter the desired information into the ***Total Count** field. Enter "**12**".
56.	If you would like to review all of your ratings, click the **View All** link. Click the **View All** link. View All

Step	Action
57.	Click to **scroll down** the page.

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Step	Action
58.	Click the **Save (Alt+1)** button. ⊞ Save
59.	Once you have saved your ratings, **Session Evaluation** statistics will be calculated and displayed on this page next to each of the **Ratings Areas**: The **Session Average** rating is the overall average rating for the session. This is the average of the **Average Rating** values for all rating areas. This appears only in the first **Ratings Area** box. The **Average Rating** field shows the average rating for the selected **Rating Area**. The **Total Count** field shows the number of evaluations received for the **Rating Area**. This is the sum of all the **Total Count** fields in the **Ratings** box.
60.	**End of Procedure.**

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Viewing Session Summary

Use the **Review Session Summary** page to review the students' status for a particular **Course Session**. This information may also be saved to a spreadsheet file.

In this example, we will review the course **Epro Buyers** session **0049**.

Procedure

Step	Action
1.	Click the **Enterprise Learning** link. ▷ Enterprise Learning
2.	Click the **Result Tracking** link. ▷ Result Tracking
3.	Click the **Review Session Summary** link. Review Session Summary

Step	Action
4.	Enter the desired information into the **Course Code** field. Enter "**001234**".
5.	Enter the desired information into the **Course Session Nbr** field. Enter "**49**".
6.	Click the **Search (Alt+1)** button.

Step	Action
7.	Here you can see the **Course Session Summary** for this session. You may want to save this data to a spreadsheet. Click the **Download** button. ![icon]
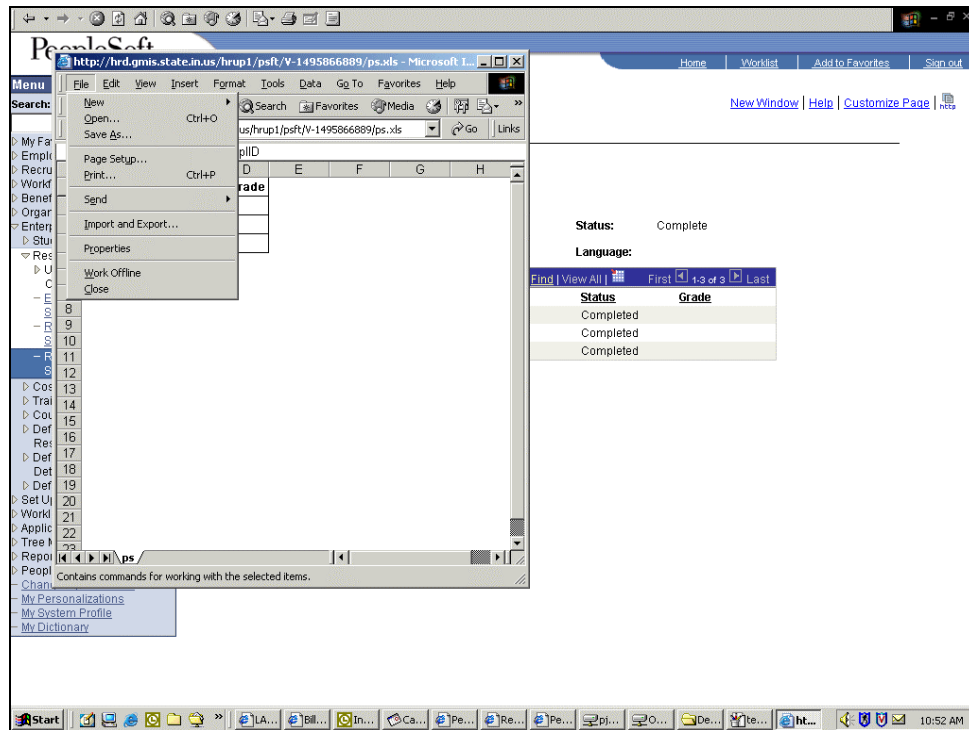
Step	Action
8.	The spreadsheet opens up in a new browser window. You may save this to an excel worksheet. Click the **File** menu. File
9.	Click the **Save As...** menu. Save As... *or* Press **[A]**.
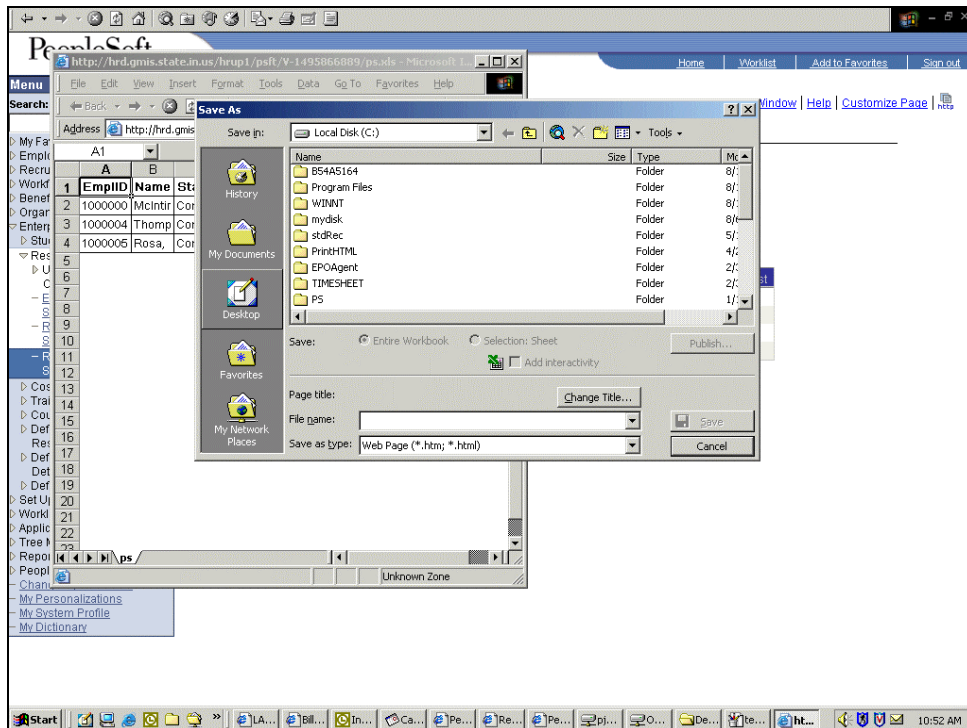
Step	Action
10.	Enter the directory and filename information to save your spreadsheet. Enter "**Session Summary 49**".
11.	Click to drop down the **file type**. Web Page (*.htm; *.html)
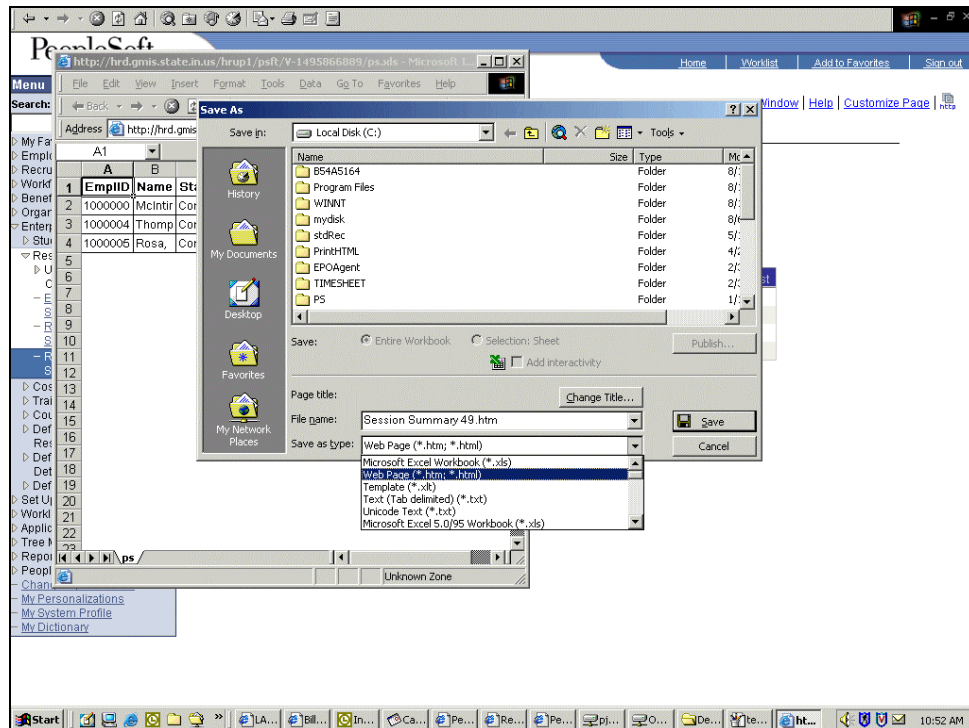
Step	Action
12.	Select **Excel Workbook**.

Microsoft Excel Workbook (*.xls)
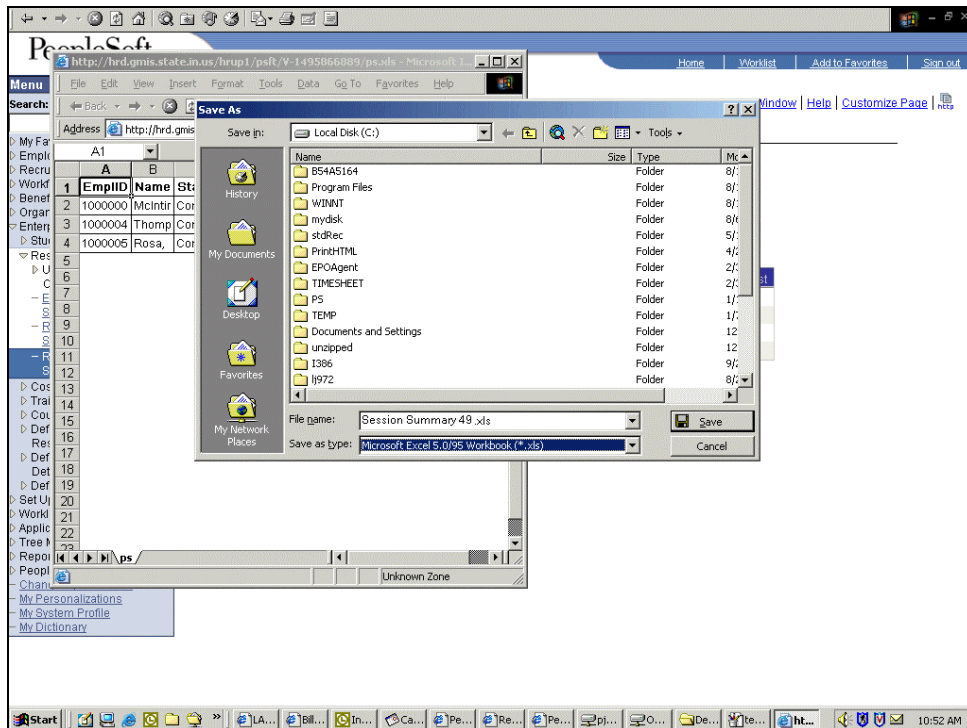
Step	Action
13.	Click **Save**.
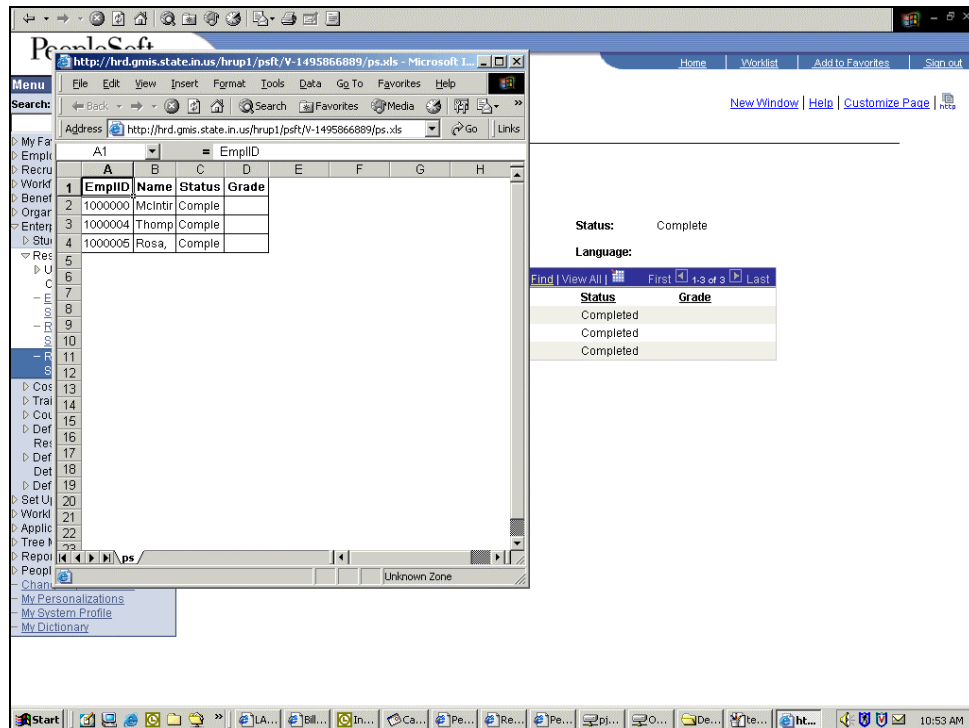
Step	Action
14.	Close the popup window. Click the **Close** button. ☒
15.	**End of Procedure.**

Viewing Student Training Summary - SOI

Use the **Review Training Summary** page to view the entire training history for an employee. This information may also be saved to a spreadsheet file.

In this example, we will view **Dale's** training information. His ID is **10000228295**.

Procedure
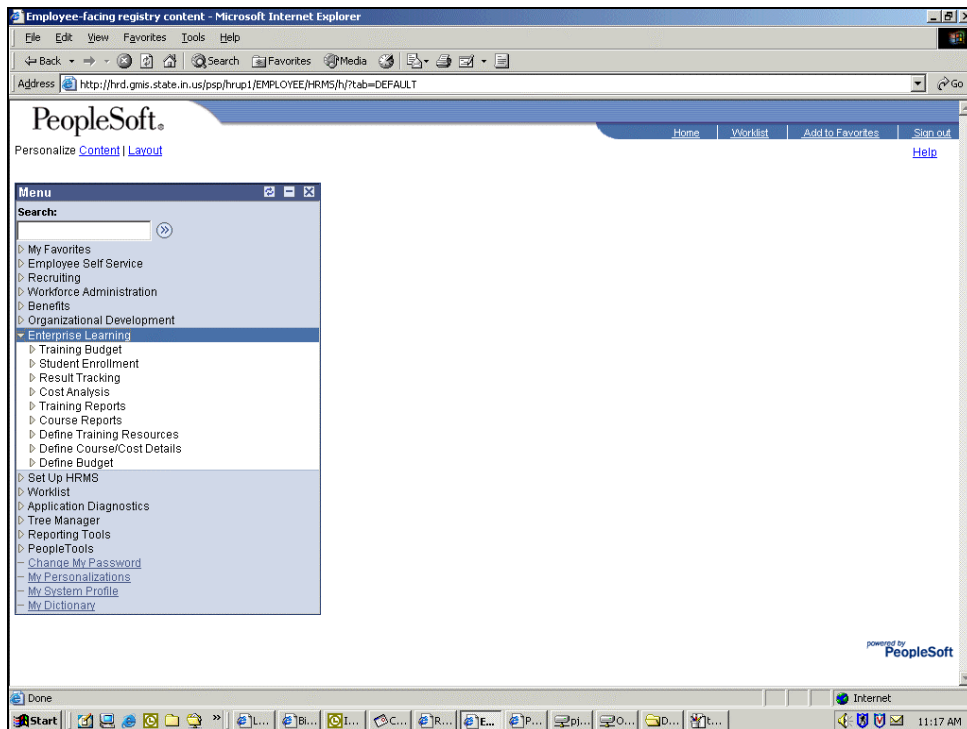
Step	Action
1.	Click the **Result Tracking** link. ▷ Result Tracking
2.	Click the **Review Training Summary** link. Review Training Summary

Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**10000228295**".
4.	Click the **Search (Alt+1)** button.
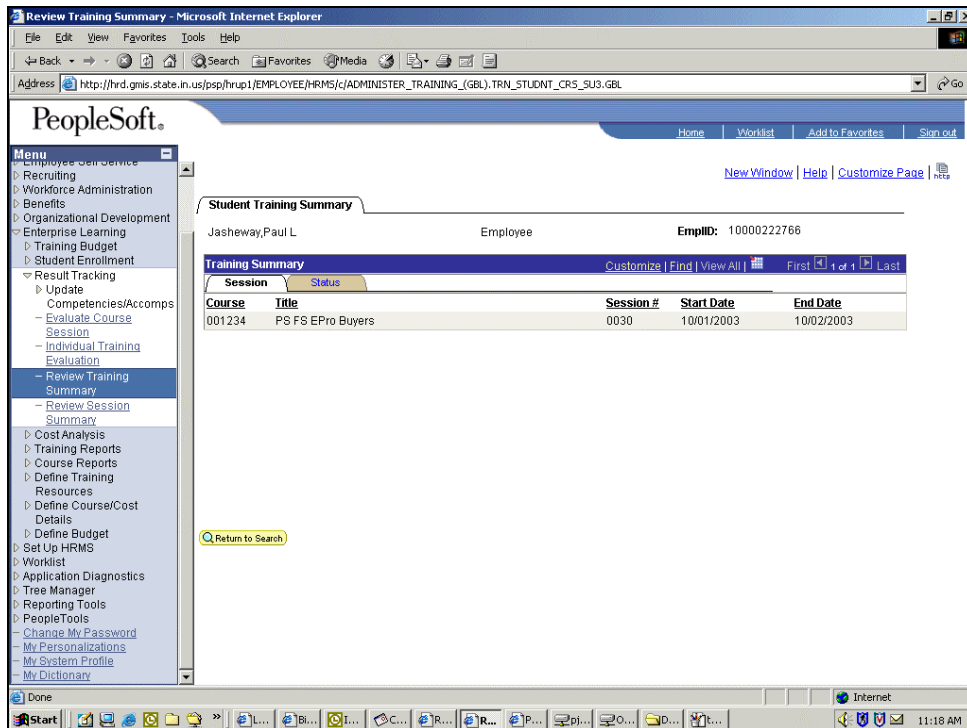
Step	Action
5.	The student's **Enrollment Information** appears here. Click the **Status** tab. Status
6.	The student's **Enrollment Status** appears here. This information can be saved to a spreadsheet file. Click the **Download** button.

Step	Action
7.	The spreadsheet opens up in a new browser window. You may save this to an excel worksheet. Click the **File** menu. ![File]
8.	Click the **Save As...** menu. ![Save As...] *or* Press **[A]**.
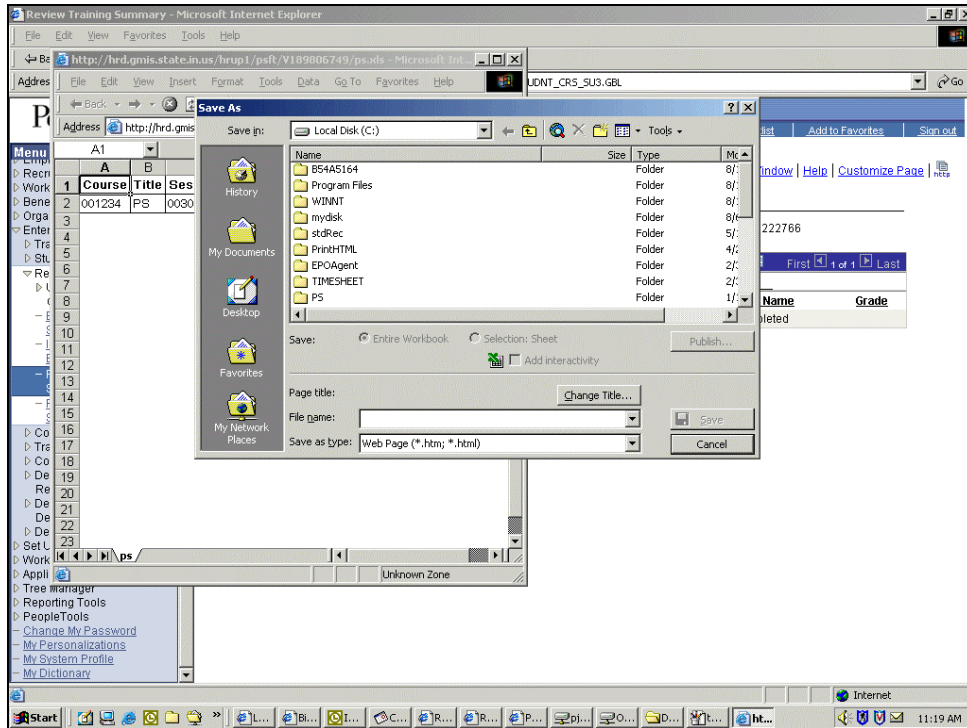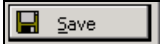
Step	Action
9.	Enter the directory and file name information here. Enter "**Training**".
10.	Click to drop down the **file type**. Web Page (*.htm; *.html)
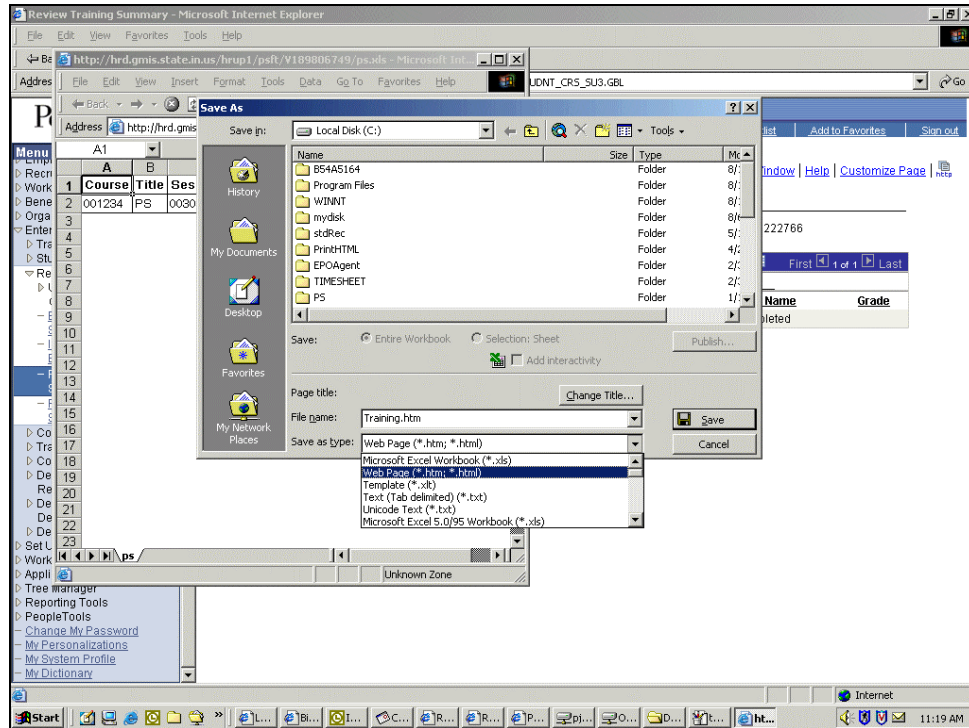
Step	Action
11.	Select **Excel Workbook**.
	Microsoft Excel Workbook (*.xls)
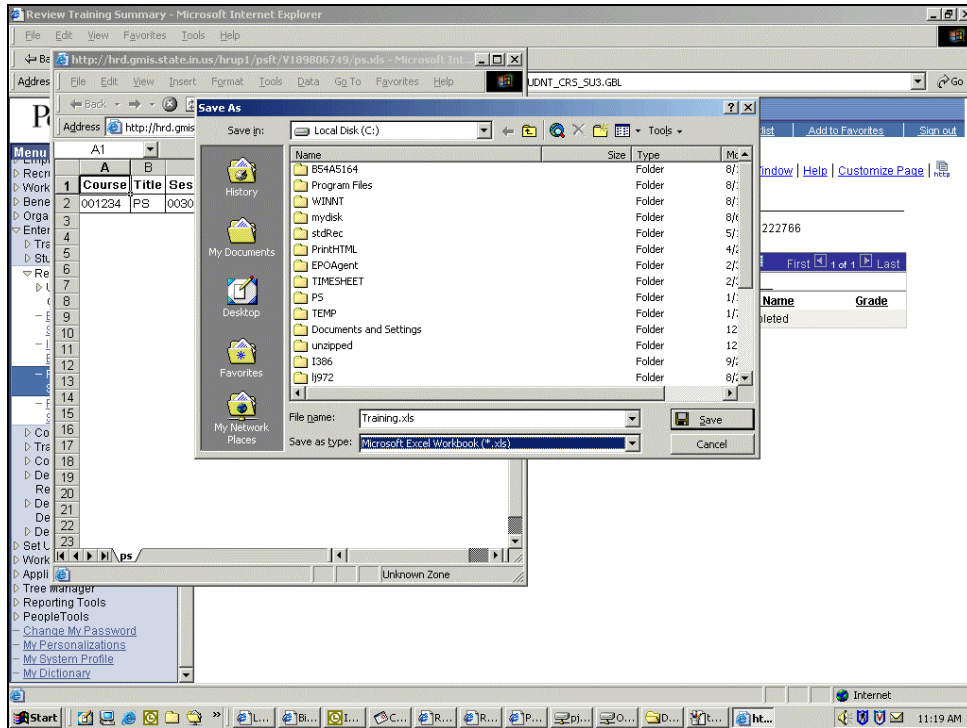
Step	Action
12.	Click **Save**. ![Save button]
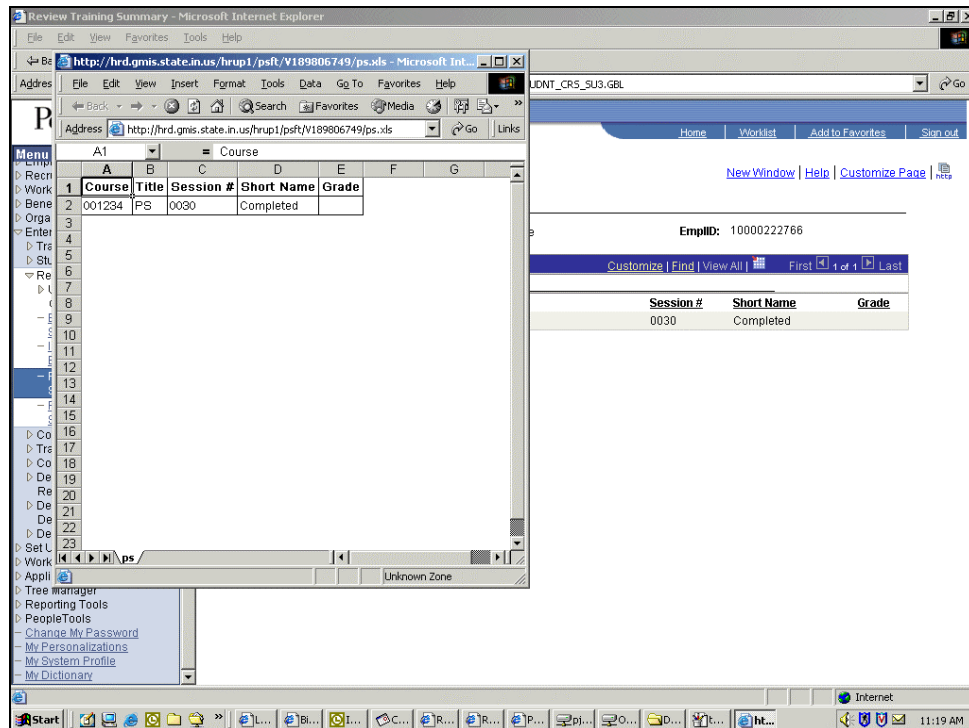
Step	Action
13.	Close the pop-up window. ![×]
14.	**End of Procedure.**

Adding Non-Employees

Procedure

Step	Action
1.	Click the **Workforce Administration** link. ▷ Workforce Administration
2.	Click the **Increase Workforce** link. ▷ Increase Workforce
3.	Click the **Add Non-Employee** link. Add Non-Empl Hire

Step	Action
4.	Click the **Add** button. Add

Step	Action
5.	Enter the desired information into the **First** field. Enter "**Stella**".
6.	Click in the **Middle** field.
7.	Enter the desired information into the **Middle** field. Enter "**J**".
8.	Enter the desired information into the **Last** field. Enter "**Harper**".

Step	Action
9.	Click the **Address History** tab. Address History

Step	Action
10.	Click the **Edit Address** link. Edit Address

Step	Action
11.	Click in the **Address 1** field.
12.	Enter the desired information into the **Address 1** field. Enter "**105 Garden Ln**".
13.	Click in the **City** field.
14.	Enter the desired information into the **City** field. Enter "**Indianapolis**".
15.	Enter the desired information into the **State** field. Enter "**IN**".
16.	Click in the **Postal** field.
17.	Enter the desired information into the **Postal** field. Enter "**46204**".
18.	Enter the desired information into the **County** field. Enter "**Marion**".
19.	Click the **OK** button.

Step	Action
20.	Click the **Job Data** link. Job Data

Step	Action
21.	Click in the ***Company** field.
22.	Enter the desired information into the ***Company** field. Enter "**soi**".
23.	Enter the desired information into the ***Department** field. Enter "**191001**".
24.	Click in the **Location** field.

Step	Action
25.	Click the **Job Information** tab.

Step	Action
26.	Click in the ***Job Code** field.
27.	Enter the desired information into the ***Job Code** field. Enter "**nonemp**".

Step	Action
28.	Click the **Save (Alt+1)** button.
29.	**End of Procedure.**

Instructor Profiles

Procedure

Step	Action
1.	Click the **Enterprise Learning** link. ▷ Enterprise Learning
2.	Click the **Define Training Resources** link. ▷ Define Training Resources
3.	Click the **Instructors** link. Instructors

Step	Action
4.	Enter the desired information into the **Instructor ID** field. Enter "**10000207265**".
5.	Click the **Search (Alt+1)** button.

Step	Action
6.	Click the **Qualification** tab. Qualification

Step	Action
7.	Click the **Add a new row at row 1 (Alt+7)** button. ⊞
8.	Enter the desired information into the ***Course Code** field. Enter "**000354**".

Step	Action
9.	Click the **Save (Alt+1)** button.
10.	**End of Procedure.**

Creating a Wait List

You use wait lists to organize the enrollment process and ensure a fair enrollment method. In addition, you use wait lists to monitor course demand and create sessions when enrollment demand is high. Alternatively, they are used to collect requests for existing course sessions and enable automatic enrollment of students in the session.

With the use of wait lists and automatic session enrollment, it is necessary to understand the way PeopleSoft processes information. The order in which students are enrolled from wait lists into sessions is determined by the PeopleSoft processing logic.

When using course auto-enrollment, a session for which students are being enrolled must be specified. Once the session is selected, PeopleSoft enrolls students in the following order of preference or hierarchy:
• **Session Waitlist Status.** Students with session wait list for the particular session selected are given priority over any student with a general course wait list status.
• **Waitlist Date.** Students with session wait list status are then sorted for enrollment based on their wait list date, the date they were entered onto the wait list. Generally, the student with the oldest date is given first priority. If multiple students share the same date, priority is based on ID.
• **ID.** Among students who share the same session wait list date, employees always get first opportunity for training sessions. If all of those employees have been enrolled, then non-employees with that same session wait list date are enrolled.
• If all students with session wait list status for this session have been enrolled, then students with general course wait list status are enrolled under the same wait list date and ID guidelines listed above for session wait list status.
• If a session has fewer seats available than students of equal standing, PeopleSoft does not perform any enrollment automatically. In that case, manual enrollment must be used, and some other form of selection must be imposed. Alternatively, the session could be modified to allow a larger enrollment.

In this topic, two people requested enrollment in the Professional Presentations course session K005. Your goal is to add them to a wait list in the course session.

Procedure

Two people requested enrollment in Professional Presentations course session K005. Your goal is to add them to a wait list in the course session.

Step	Action
1.	Begin by navigating to the **Course Wait List** page. Click the **Enterprise Learning** link. ▶ Enterprise Learning
2.	Click the **Student Enrollment** link. ▶ Student Enrollment
3.	Click the **Create/Update Course Wait List** link. Create/Update Course Wait List

Step	Action
4.	Enter the desired information into the **Course Code** field. Enter "**K005**".
5.	Click the **Search** button.
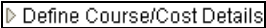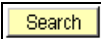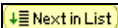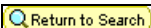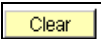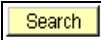
Step	Action
6.	Use the **Course Wait List** page to add employees and non-employees to wait lists and assign the enrollment status. For this exercise, add two employees to the wait list. To add them to the wait list, specify their IDs in the **EmplID** field. Enter the desired information into the **EmplID** field. Enter "**KU0097**".
7.	Press **[Tab]**.
8.	Assign a wait list status to the employee in the **Attendance** field. The PeopleSoft application provides a course wait list and a session wait list. Use both of these statuses in the processing logic when enrolling students from a wait list to a session. Click the ***Attendance** list. Crse Wait
9.	Click an entry in the list. Sessn Wait
10.	Press **[Tab]**.
11.	Notice that the PeopleSoft application populates a letter code from the **Standard Letter** table according to the student's wait list status. In addition, the PeopleSoft application populates the wait list date based on the current date. The PeopleSoft application uses this date to enroll students from the oldest date to the most recent date. You can override this date if the student requested for enrollment in the course on a different date. Accept the default wait list date. Press **[Tab]**.
12.	If you assign a session wait list status to a student, specify from the list of Active sessions the session number in the **Session #** field.

Step	Action
	sessions the session number in the **Session #** field. Enter the desired information into the **Session #** field. Enter "**0072**".
13.	Click the **Add Row** button. `+`
14.	Enter the desired information into the **EmplID** field. Enter "**KU0098**".
15.	Press **[Tab]**.
16.	Click the ***Attendance** list. `Crse Wait ▼`
17.	Click an entry in the list. `Sessn Wait`
18.	Press **[Tab]**.
19.	Enter the desired information into the **Session #** field. Enter "**0072**".
20.	Click the **Save** button. `💾 Save`
21.	You successfully created a wait list. **End of Procedure.**

Appendix – Job Aides
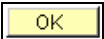
Viewing Current Course Sessions

1.	Click the **Enterprise Learning** link. ▷ Enterprise Learning
2.	Click the **Define Course/Cost Details** link. ▷ Define Course/Cost Details
3.	Click the **Course Sessions** link. Course Sessions
4.	Enter the desired information into the **Course Code** field. Enter a valid value, e.g. "**001234**".
5.	Click the **Search (Alt+1)** button. Search
6.	By specifying a **Course** and not a **Session** and clicking **Search**, you will see all sessions that have been created for this course and their statuses. Click to **Scroll down** the list.
7.	Let's look at session **83** which is **Active**. Click to select this row.
8.	You can see and update the information for this session. Use the **Next** and **Previous in List** to view other sessions. Click the **Next in list (Alt+3)** button. ↓☰ Next in List
9.	Let's return to the list of sessions for this course. Click the **Return to Search (Alt+2)** button. 🔍 Return to Search
10.	Click the **Clear** button to reset the search. Clear
11.	If you don't know a **Course** number, you may search from the **Description** field of the couse. Enter a valid value, e.g. "**comm**".
12.	Click the **Search (Alt+1)** button. Search

13.	Notice that we can see the first **100 of 115 Course/Sessions** beginning with **Comm**. Click the **Show next rows (Alt+.)** button to view the last **15** of them. ▶
14.	Click in a row to select one of the **Community Corrections** sessions.
15.	**End of Procedure.**
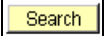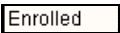
Adding a Course Session
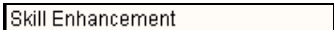
1.	Begin by navigating to the **Course Session Profile** page. Click the **Enterprise Learning** link. ▶ Enterprise Learning
2.	Click the **Define Course/Cost Details** link. ▶ Define Course/Cost Details
3.	Click the **Course Sessions** link. Course Sessions
4.	Click the **Add a New Value** tab.
5.	Enter the Course Code in the Course Code Field. Enter a valid value, e.g. "**BSK001**". If you do not know the course code, click on the magnifying glass to lookup the course codes.
6.	Click the **Add** button. **IMPORTANT:** Leave the Course Session Number **Blank**. The system will assign a sequential number when you save the record. Add
7.	Use the **Course Session Profile** page to enter, update, or view a session status, date, time, and capacity. To create a new session, accept the default status of **Active** for the **Session Status** field. The Session Status field is used to specify the session status, such as active, canceled, or complete for existing sessions.
8.	Enter the desired information into the **Start Date** field. Enter a valid value, e.g. "**02/17/2003**".
9.	Press **[Tab]**.

10.	Enter the desired information into the **End Date** field. Enter a valid value, e.g. "**02/17/2004**". (Note: The fact that the class start/end dates are not the same year appears to be a typo in the tutorial.)
11.	Press **[Tab]**.
12.	Enter the desired information into the **Start Time** field. Enter a valid value, e.g. "**0800**".
13.	Press **[Tab]**.
14.	Enter the desired information into the **End Time** field. Enter a valid value, e.g. "**1700**".
15.	Press **[Tab]**.
16.	Click in the **Vendor ID** field.
17.	Enter the **Business Unit** into the **Vendor ID** field. Enter a valid value, e.g. "**00070**".
18.	Click the **Location, Instructor** tab.
19.	Use the **Location, Instructor** page to enter, update, or view information regarding the course session at the training facility.
20.	Specify a training facility code for this session in the **Facility** field. Enter the desired information into the **Facility** field. Enter a valid value, e.g. "**BZ001**".
21.	The **Instructor ID/Name** field is optional. If you want to put in an instructor, use the **Select free Instructor** link, otherwise leave blank. **Never TYPE an instructor into the Instructor Name field.** Click the **Select free Instructor** link. Select free Instructor
22.	Click the option.
23.	Click the **Ok (Enter)** button. OK
24.	Click the **Equipment** tab. Equipment
25.	The **Equipment** page is *optional*. Use the **Equipment** page if you would like to designate specific equipment for this course session. In this example, we'll demonstrate it's use. Use the **Training Facility Equipment** link to view a list of standard equipment used at the facility.

	After viewing the list, you will be returned to this page to select any additional equipment that is needed. Click the **Training Facility Equipment** link. Training Facility Equipment
26.	Here the standard equipment for this facility is listed. Click the **Return (Esc)** button. Return
27.	Use the **Session Equipment/Materials** section of this page if you would like to specify any additional equipment for your session. Click the **Look up Equipment/Materials Code (Alt+5)** button.
28.	Select **Flip Charts** for this example.
29.	Click the **Save (Alt+1)** button. Save
30.	Notice that the session number has changed from 0000 to **0001**. This indicates that a new session has been added to the **Presentation Skills** course. It was automatically assigned a number. In this case **0001**.
31.	You successfully added a session for the Presentation Skills course. **End of Procedure.**

Enrolling Students Individually

1.	Begin by navigating to the **Course Session Enrollment** page. Click the **Enterprise Learning** link. ▶ Enterprise Learning
2.	Click the **Student Enrollment** link. ▶ Student Enrollment
3.	Click the **Enroll Individually** link. Enroll Individually
4.	Enter the desired information into the **Course Code** field. Enter a valid value, e.g. "**BSK001**".
5.	Press **[Tab]**.
6.	Enter the desired information into the **Course Session Nbr** field. Enter a valid value, e.g. "**0001**".
7.	Click the **Search** button. Search
8.	Use the **Course Session Enrollment** page to enroll students. **CAUTION:** As you select each student for enrollment, always double-check the Business Unit field and verify that it is the correct employee. Name searches sometimes display more than one individual with the same name. Enter the desired information into the **EmplID** field. Enter a valid value, e.g. "**KR0040**".
9.	Press **[Tab]**.
10.	Specify the student enrollment status, such as Enrolled, Sessn Wait, or Request, in the **Enrollment/Attendance** field. Click the ***Enrollment/Attendance** list. [▼]
11.	Select **Enrolled**. Enrolled
12.	The **Status Date** field uses the current system date by default. Accept the default date for this field. Press **[Tab]**.
13.	Specify the reason for training in the **Training Reason** field. Click the **Training Reason** list.

	[dropdown field] ▼
14.	Click an entry in the list. Always select **Skill Enhancement**. Skill Enhancement
15.	Press **[Tab]**.
16.	Leave the **Prerequisites Met** option turned off. After you have finished all enrollments, you may use **Prerequisite Checking** (above) to verify that your students' course requirements have been met.
17.	You may use the **Prerequisite Checking** button to search the Student Training records listed on the Session Enrollment page and determine if each student has completed and passed the prerequisite courses. If so, PeopleSoft populates the **Prerequisites Met** check box for each student who meets the criteria. If a student is lacking the necessary courses, a method of notifying students of discrepancies may be developed. Also, any enrolled status existing for students who do not meet the prerequisites may be manually changed.
18.	Use the **Letter Code** field to generate a form letter. The letter code defaults to CON, indicating Confirmed. For this exercise, accept the default letter code value. **IMPORTANT!!** The system does not currently support the generation of letters. At this time, you must have an alternative method of notifying students.
19.	Do not use the **Population**, **Catalog**, or **Demand ID** fields. This functionality has not been developed. To enroll additional students, we will click the **Plus (+)** to the right. Enter the same fields as mentioned above for each enrollment. **IMPORTANT!!!** If you do not click the plus sign when enrolling additional students, you will overlay information and destroy the record you just completed. **Always click the plus sign before adding a new enrollment!!** The total **#Enrolled** above the blue **Attendance bar** changes with each entry. This enables you to determine when you have reached the maximum number of students for the class. If the number of students enrolled exceeds the **Maximum Students** allowed, a warning message will display.
20.	We will now add another student. Click the **Add Row** button. +
21.	Enter the desired information into the **EmplID** field. Enter a valid value, e.g. "KR0041"
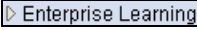
	"**KR0041**".
22.	Press **[Tab]**.
23.	Click the ***Enrollment/Attendance** list.
24.	Click an entry in the list. Select **Enrolled**. Enrolled
25.	Press **[Tab]**.
26.	Click the **Training Reason** list.
27.	Select **Skill Enhancement**. Skill Enhancement
28.	You have enrolled two employees in Presentation Skills course session 0001. If you enroll more than the maximum number of employees allowed in the session, the PeopleSoft application issues a warning message when you save the page.
29.	Your enrollment(s) are completed. Click the **Save** button. Save
30.	You successfully enrolled students individually. **End of Procedure.**

Enrolling Students in Multiple Courses

1.	Click the **Enterprise Learning** link. ▷ Enterprise Learning
2.	Click the **Student Enrollment** link. ▷ Student Enrollment
3.	Click the **Enroll in Course** link. Enroll in Course
4.	Enter the desired information into the **EmplID** field. Enter a valid value, e.g. "**10000228295**".
5.	Click the **Search (Alt+1)** button. Search
6.	Enter the desired information into the **Course Code** field. Enter a valid value, e.g. "**001234**".
7.	Press **[Tab]**.
8.	Click the **Look up Session # (Alt+5)** button.
9.	You may only enter or change enrollment for **Active** classes. **Select Course Session Nbr 0083.**
10.	Click the **Training Reason** list.
11.	Click an entry in the list.
12.	Click in the **Business Unit** field.
13.	Enter the desired information into the **Business Unit** field. Enter a valid value, e.g. "**00070**".
14.	Click the **Add a new row at row 1 (Alt+7)** button.
15.	Enter the desired information into the **Course Code** field. Enter a valid value, e.g. "**001267**".
16.	Press **[Tab]**.
17.	Click the **Look up Session # (Alt+5)** button.
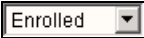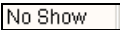
18.	Click the **Search Results** table.
19.	Click the **Training Reason** list.
20.	Click an entry in the list.
21.	Click in the **Business Unit** field.
22.	Enter the desired information into the **Business Unit** field. Enter a valid value, e.g. "**00070**".
23.	Click the **Save (Alt+1)** button.
24.	**End of Procedure.**

Printing a Course Sign-in Sheet

1.	Click the **Enterprise Learning** link.
2.	Click the **Training Reports** link.
3.	Click the **Course Sign In** link.
4.	You will need to **Find an Existing** or **Add a New Value** for **Run Control ID**. If you only have one **Run Control ID**, it will return when you click **Search**. Click the **Search (Alt+1)** button.
5.	Enter your **Course** number. Enter a valid value, e.g. "**001234**".
6.	Click the **Look up Session # (Alt+5)** button.
7.	You may only print the **Course Sign-in Sheet** for **Active** sessions. Select session **0088**.
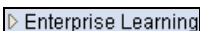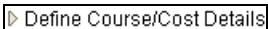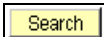
8.	Click the **Run** button. Run
9.	Click the ***Format** list. HTM
10.	Select format **PDF**. PDF
11.	**End of Procedure.**

Closing a Course Session - Processing the Sign-in Sheet

1.	Begin by navigating to the **Course Session Enrollment** page. Click the **Enterprise Learning** link. ▶ Enterprise Learning
2.	Click the **Student Enrollment** link. ▶ Student Enrollment
3.	Click the **Enroll Individually** link. Enroll Individually
4.	Enter the desired information into the **Course Code** field. Enter a valid value, e.g. "**BSK001**".
5.	Click the **Search** button. Search
6.	Use the **Course Session Enrollment** page to enter or change student enrollment information for this session. The **Attendance** section provides information about the students enrolled in this session. It also defines the students' **Enrollment Status** for this session. Students who attended the session should be left with a status of **Enrolled**. They will be automatically changed to **Completed** once the session is closed out. Enrolled students **not attending**, need to be changed before closing out the session. If a non-enrolled student attended the class and you wish to give them credit, you would **Add a Record** to enter them now as **Enrolled**. See **Enrolling Students Individually** documentation. Click the **Next Row** button to find the enrolled student who did not attend in this example. ▶
7.	Rosa was enrolled for the session, but did not attend. We need to change her **Enrollment/Attendance** status to **No Show**. Click the ***Enrollment/Attendance** list. Enrolled ▼
8.	Select **No Show**. No Show
9.	Once you have made the changes or additions from your original **Sign-in Sheet**, you will save this information. Click the **Save** button.

	Save
10.	Now, verify the data updated in the summarized course session report. To view the report, navigate to the **Course Session Summary** page. Click the **Result Tracking** link. ▷ Result Tracking
11.	Click the **Review Session Summary** link. Review Session Summary
12.	Use the **Course Session Summary** page to view a summarized report indicating the EmplID, name, and status of all the students in a particular course session.
13.	**End of Procedure.**
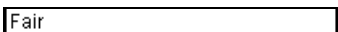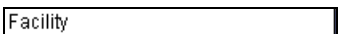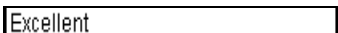
Closing a Course Session - Marking the Class as Complete

1.	Click the **Enterprise Learning** link. ▷ Enterprise Learning
2.	Click the **Define Course/Cost Details** link. ▷ Define Course/Cost Details
3.	Click the **Course Sessions** link. Course Sessions
4.	Enter the desired information into the **Course Code** field. Enter a valid value, e.g. "**001234**".
5.	Enter the desired information into the **Course Session Nbr** field. Enter a valid value, e.g. "**49**".
6.	Click the **Search (Alt+1)** button. Search
7.	We will change the **Session Status** to **Complete.** Click the ***Session Status** list. Active ▼
8.	Select **Complete**. Complete
9.	This will close out the session and change all of the students who were enrolled in it to a status of **Completed**. Marking the session **Complete** will also lock the enrollment records and disable the **Class Sign-in Sheet** for this session. You may always make the session **Active** again later to make any corrections.

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	Click the **Save (Alt+1)** button.
	Save)
10.	**End of Procedure.**

Evaluating a Course Session

1.	Click the **Enterprise Learning** link.
	▷ Enterprise Learning
2.	Click the **Result Tracking** link.
	▷ Result Tracking
3.	Click the **Evaluate Course Session** link.
	Evaluate Course Session
4.	Enter the desired information into the **Course Code** field. Enter a valid value, e.g. "**001234**".
5.	Enter the desired information into the **Course Session Nbr** field. Enter a valid value, e.g. "**49**".
6.	Click the **Search (Alt+1)** button.
	Search
7.	Click the ***Rating Area** list.
	▼
8.	In the **Ratings Area** you will need to follow the **Standard Rating Form** format and add rows of data to capture the correct information. The five areas are **Content**, **Facility**, **Instructors**, **Materials**, and **Presentation**. **Important:** Always remember to click the **Plus sign (+)** before entering the ratings for your next area. Select **Content**.
	Content
9.	Click the ***Rating** list.
	▼
10.	In the **Rating** field, select the appropriate rating: **Excellent**, **Good**, **Fair**, **or Poor**. For this example, select **Excellent**.
	Excellent
11.	Press **[Tab]**.

12.	In the **Total Count Field**, enter the number of students who selected the rating. The system computes the **Rating Points** assigned to each rating. Enter the desired information into the ***Total Count** field. Enter a valid value, e.g. "**10**".
13.	We will add a record/row for each **Rating** selected by the students. Click the **Add a new row at row 1 (Alt+7)** button.
14.	Click the ***Rating** list.
15.	Select **Fair**. Fair
16.	Press **[Tab]**.
17.	Enter the desired information into the ***Total Count** field. Enter a valid value, e.g. "**2**".
18.	Once we have completed all the students' ratings for **Content**, add a row to enter the next **Rating Area**. **Important:** Don't forget to click the **Plus sign (+)** before entering the next **Rating Area**. Click the **Add a new row at row 1 (Alt+7)** button.
19.	Click the ***Rating Area** list.
20.	Select **Facility**. Facility
21.	Click the ***Rating** list.
22.	Select **Excellent**. Excellent
23.	Press **[Tab]**.
24.	Enter the desired information into the ***Total Count** field. Enter a valid value, e.g. "**10**".
25.	Click the **Add a new row at row 1 (Alt+7)** button.
26.	Click the ***Rating** list.
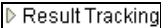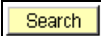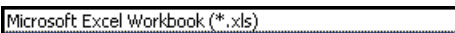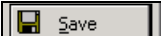
27.	Select **Fair**.
	Fair
28.	Press **[Tab]**.
29.	Enter the desired information into the ***Total Count** field. Enter a valid value, e.g. "**1**".
30.	Click the **Add a new row at row 1 (Alt+7)** button.
	[+]
31.	Click the ***Rating** list.
32.	Select **Poor**.
	Poor
33.	Press **[Tab]**.
34.	Enter the desired information into the ***Total Count** field. Enter a valid value, e.g. "**1**".
35.	Click the **Add a new row at row 1 (Alt+7)** button.
	[+]
36.	Click the ***Rating Area** list.
37.	Select **Instructors**.
	Instructors
38.	Click the ***Rating** list.
39.	Select **Excellent**.
	Excellent
40.	Press **[Tab]**.
41.	Enter the desired information into the ***Total Count** field. Enter a valid value, e.g. "**12**".
42.	Click the **Add a new row at row 1 (Alt+7)** button.
	[+]
43.	Click the ***Rating Area** list.
44.	Select **Materials**.
	Materials

45.	Click the ***Rating** list.

46.	Select **Good**. Good

47.	Press **[Tab]**.

48.	Enter the desired information into the ***Total Count** field. Enter a valid value, e.g. "**12**".

49.	Click the **Add a new row at row 1 (Alt+7)** button.

50.	Click the ***Rating Area** list.

51.	Select **Presentation**. Presentation

52.	Click the ***Rating** list.

53.	Select **Excellent**. Excellent

54.	Press **[Tab]**.

55.	Enter the desired information into the ***Total Count** field. Enter a valid value, e.g. "**12**".

56.	If you would like to review all of your ratings, click the **View All** link. Click the **View All** link. View All

57.	Click to **scroll down** the page.

58.	Click the **Save (Alt+1)** button. Save

59.	Once you have saved your ratings, **Session Evaluation** statistics will be calculated and displayed on this page next to each of the **Ratings Areas**: The **Session Average** rating is the overall average rating for the session. This is the average of the **Average Rating** values for all rating areas. This appears only in the first **Ratings Area** box. The **Average Rating** field shows the average rating for the selected **Rating Area**. The **Total Count** field shows the number of evaluations received for the **Rating Area**. This is the sum of all the **Total Count** fields in the **Ratings** box.

60.	**End of Procedure.**

Viewing Session Summary

1.	Click the **Enterprise Learning** link. ▷ Enterprise Learning
2.	Click the **Result Tracking** link. ▷ Result Tracking
3.	Click the **Review Session Summary** link. Review Session Summary
4.	Enter the desired information into the **Course Code** field. Enter a valid value, e.g. "**001234**".
5.	Enter the desired information into the **Course Session Nbr** field. Enter a valid value, e.g. "**49**".
6.	Click the **Search (Alt+1)** button. Search
7.	Here you can see the **Course Session Summary** for this session. You may want to save this data to a spreadsheet. Click the **Download** button.
8.	The spreadsheet opens up in a new browser window. You may save this to an excel worksheet. Click the **File** menu. File
9.	Click the **Save As...** menu. Save As...
10.	Enter the directory and filename information to save your spreadsheet. Enter a valid value, e.g. "**Summary**".
11.	Click to drop down the **file type**. Web Page (*.htm; *.html)
12.	Select **Excel Workbook**. Microsoft Excel Workbook (*.xls)
13.	Click **Save**. 🖫 Save
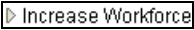
14.	Close the popup window. Click the **Close** button. ![Close button]
15.	**End of Procedure.**

Viewing Student Training Summary - SOI

1.	Click the **Result Tracking** link. ▷ Result Tracking
2.	Click the **Review Training Summary** link. Review Training Summary
3.	Enter the desired information into the **EmplID** field. Enter a valid value, e.g. "**10000228295**".
4.	Click the **Search (Alt+1)** button. Search
5.	The student's **Enrollment Information** appears here. Click the **Status** tab. Status
6.	The student's **Enrollment Status** appears here. This information can be saved to a spreadsheet file. Click the **Download** button. ![Download icon]
7.	The spreadsheet opens up in a new browser window. You may save this to an excel worksheet. Click the **File** menu. File
8.	Click the **Save As...** menu. Save As...
9.	Enter the directory and file name information here. Enter a valid value, e.g. "**Training**".
10.	Click to drop down the **file type**. Web Page (*.htm; *.html)
11.	Select **Excel Workbook**.
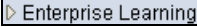
	Microsoft Excel Workbook (*.xls)
12.	Click **Save**.
13.	Close the pop-up window.
14.	**End of Procedure.**

Adding Non-Employees
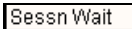
1.	Click the **Workforce Administration** link.
2.	Click the **Increase Workforce** link.
3.	Click the **Add Non-Employee** link.
4.	Click the **Add** button.
5.	Enter the desired information into the **First** field. Enter a valid value, e.g. "**Stella**".
6.	Click in the **Middle** field.
7.	Enter the desired information into the **Middle** field. Enter a valid value, e.g. "**J**".
8.	Enter the desired information into the **Last** field. Enter a valid value, e.g. "**Harper**".
9.	Click the **Address History** tab.
10.	Click the **Edit Address** link.
11.	Click in the **Address 1** field.
12.	Enter the desired information into the **Address 1** field. Enter a valid value, e.g. "**105 Garden Ln**".
13.	Click in the **City** field.

14.	Enter the desired information into the **City** field. Enter a valid value, e.g. "**Indianapolis**".
15.	Enter the desired information into the **State** field. Enter a valid value, e.g. "**IN**".
16.	Click in the **Postal** field.
17.	Enter the desired information into the **Postal** field. Enter a valid value, e.g. "**46204**".
18.	Enter the desired information into the **County** field. Enter a valid value, e.g. "**Marion**".
19.	Click the **OK** button. OK
20.	Click the **Job Data** link. Job Data
21.	Click in the ***Company** field.
22.	Enter the desired information into the ***Company** field. Enter a valid value, e.g. "**soi**".
23.	Enter the desired information into the ***Department** field. Enter a valid value, e.g. "**191001**".
24.	Click in the **Location** field.
25.	Click the **Job Information** tab. Job Information
26.	Click in the ***Job Code** field.
27.	Enter the desired information into the ***Job Code** field. Enter a valid value, e.g. "**nonemp**".
28.	Click the **Save (Alt+1)** button. Save
29.	**End of Procedure.**
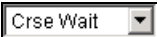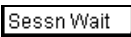
Instructor Profiles

1.	Click the **Enterprise Learning** link. ▷ Enterprise Learning
2.	Click the **Define Training Resources** link. ▷ Define Training Resources
3.	Click the **Instructors** link. Instructors
4.	Enter the desired information into the **Instructor ID** field. Enter a valid value, e.g. "**10000207265**".
5.	Click the **Search (Alt+1)** button. Search
6.	Click the **Qualification** tab. Qualification
7.	Click the **Add a new row at row 1 (Alt+7)** button. +
8.	Enter the desired information into the ***Course Code** field. Enter a valid value, e.g. "**000354**".
9.	Click the **Save (Alt+1)** button. Save
10.	**End of Procedure.**

Creating a Wait List

1.	Begin by navigating to the **Course Wait List** page. Click the **Enterprise Learning** link. ▶ Enterprise Learning
2.	Click the **Student Enrollment** link. ▶ Student Enrollment
3.	Click the **Create/Update Course Wait List** link. Create/Update Course Wait List
4.	Enter the desired information into the **Course Code** field. Enter a valid value, e.g. "**K005**".
5.	Click the **Search** button. Search
6.	Use the **Course Wait List** page to add employees and non-employees to wait lists and assign the enrollment status. For this exercise, add two employees to the wait list. To add them to the wait list, specify their IDs in the **EmplID** field. Enter the desired information into the **EmplID** field. Enter a valid value, e.g. "**KU0097**".
7.	Press **[Tab]**.
8.	Assign a wait list status to the employee in the **Attendance** field. The PeopleSoft application provides a course wait list and a session wait list. Use both of these statuses in the processing logic when enrolling students from a wait list to a session. Click the ***Attendance** list. Crse Wait ▾
9.	Click an entry in the list. Sessn Wait
10.	Press **[Tab]**.
11.	Notice that the PeopleSoft application populates a letter code from the **Standard Letter** table according to the student's wait list status. In addition, the PeopleSoft application populates the wait list date based on the current date. The PeopleSoft application uses this date to enroll students from the oldest date to the most recent date. You can override this date if the student requested for enrollment in the course on a different date. Accept the default wait list date. Press **[Tab]**.
12.	If you assign a session wait list status to a student, specify from the list of Active sessions the session number in the **Session #** field. Enter the desired information into the **Session #** field. Enter a valid value, e.g. "**0072**".
13.	Click the **Add Row** button.

14.	Enter the desired information into the **EmplID** field. Enter a valid value, e.g. "**KU0098**".
15.	Press **[Tab]**.
16.	Click the ***Attendance** list.
17.	Click an entry in the list.
18.	Press **[Tab]**.
19.	Enter the desired information into the **Session #** field. Enter a valid value, e.g. "**0072**".
20.	Click the **Save** button.
21.	You successfully created a wait list. **End of Procedure.**